Policy Number	127
Policy Title	Medicare Billing Control
References	W&I SECT. 5328; Title 42, Code Of Federal REGULATIONS; Of, California Medical Information Act; Centers For Medicare And Medicaid Services
Form	Medication Progress Notes I, II (Attachment 1); Staff Service Log (Attachment 2)
Effective	September 15, 1994 Revised: July 1, 1998 Revised: March 27, 2006 Revised: April 1, 2009

## 2 Policy

2 PONC 3

It is the policy of MCBHD that all appropriate services and documentation are billed to Medicare. For the purpose of this policy, only Service Function 361 (Medication Support Services) will be billed and only clinical staff with the scope to provide Medication Support Services may bill (M.D. and RN).

## **Procedures**

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1. Clinical staff (M.D. and RN) must complete the medical record documentation (Attachment 1), in compliance with Medicare standards (assessment, goals, plan, M.C. orders, and progress notes).

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- 2. Clinical staff providing the Medication Support Service must make an entry for every face to faceservice (only face to face service may be billed) on the day the service was provided (Attachment
- 16 1). ALL AREAS OF THE PROGRESS NOTE MUST BE COMPLETE AND LEGIBLE FOR EACH
- 17 VISIT. The progress note must include but not be limited to:
- a. Benefits received from the medication prescribed;
- 19 b. Evaluation of presence/absence of side effects. If present, what did the clinician do?
- 20 c. Consumer's compliance to medication plan;
- 21 d. Consumer education;
- 22 e. Any new plans;
- 23 f. Clinician's signature, including full name and credential.

24

Clinical staff that provide and document service shall indicate on their STAFF SERVICE LOG
 (Attachment 2), under the last column "DOC" a letter "M" which represents Medicare. A
 MEDICARE RECORD WILL IDENTIFY ALL MEDICARE CONSUMER'S MEDICAL RECORDS.

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32 5. Clerical staff entering the staff daily log will remove and give the progress note documentation to 33 the Medical Director. 35 6. The Medical Director will review the service documentation for medical necessity. Progress 36 notes that do not meet medical necessity criteria will be returned to the clinical staff with 37 recommendations. Training will be provided to clinical staff regarding medical necessity 38 documentation. 40 7. After review and approval, the Medical Director will give the progress note documentation to the Medical Record Technician for filing and future submission to Medicare if requested. 

29 4. Clinical staff shall copy progress notes documentation (Attachment 1) on the day the medication

30 service was provided and attach that document with their staff daily log.

		MEDICATION	PROGRE	SS NOTES I	
Date	Length of V	Service Code	Location	DIAGNOSIS	
Weight (every visit)	) —   E	MI:		Blood Pressure: ,	Pulse rate:
Benefits (every visi	it) include i	Viental Status:			
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Medication Educat smoking, drug Inte			ddress nut	rition, exercise,	alcohol and drug,
<u> </u>					
		DI 4			
Medication:		. Plan N	or the follo	wing:	
Compliance 🗆		Follow up:	•	Oth	er:
Referral:					
Laboratory Results	and/or Ord	iers:			
MD Signature:	•				
Client Name			Client	Record #	Date of Birth
Monterey County B Me Medication	edical Sta	ff	5328;		La Institutions Code Section Federal Regulations; or Formation Act

BHS-MSPN Revised 1/2005

Page 1 of 2

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ATTACHMENT 1

	M	EDICATION	PROGRE!	SS NOTES II		
Date	Langth of Visit	Service Gade	Location	DIAGNOSIS		
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MD Signature:	· · · · · · · · · · · · · · · · · · ·					
Client Name			Client F	Record #	Date of Birth	
Medicat	y Behavioral Heal Medical Staff ion Progress R		5328; 1	alifornia Welfar Title 42, Code o mia Medical Inf	e & Institutions Code Se	ection or
BHS-MSPN Revise	ed 1/9905				Page 2 of 2	

ATTACHMENT 1

## THE PROPERTY OF THE PROPERTY AND LESS SHAPE SERVICE LOG

NAME	STAFF	*	SERVICE DAT	т		
CLIENT NAME	CLIENT #	PROCED #41 LOC	URESIMINUTES DM LCC	LOCATION 341 LOC	GROUP #	DOC
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				-		

I hereby certify, under penalty of perjury, to the following: 1. An assessment of the beneficiary has been done and the client meets Medical Necessity as set by Title 9; 2. A client plan has been developed and is currently maintained for each client listed for whom services will be billed as per the MHP contract with the State; 3. That I personally delivered and documented the services included in the claim as listed above.

· ·		Staff Signature	Staff Title:
54/01-55/L Revised S(2004)			
			Page 1 of 2